

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 14, 2023

Board Members Present in Person: Russell Kutz, Michael Wineke, Gino Racanelli, Kirk Lund, and Alice Mirk

Board Members Present via Zoom: Richard Jones

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County Administrator Ben Wehmeier, and Office Manager Kelly Witucki

- 1. CALL TO ORDER**
Mr. Jones called the meeting to order at 8:30 a.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**
Nsibirwa Absent/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
Mr. Wehmeier certified that we were in compliance.
- 4. REVIEW OF THE MARCH 14, 2023 AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE FEBRUARY 14, 2023 BOARD MINUTES**
Mr. Wineke made a motion to approve the February 14, 2023 board minutes.
Mr. Lund seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE FINAL 2022 FINANCIAL STATEMENT**
Mr. Bellford reviewed the final 2022 financial statement (attached) and reported that we ended the year with a positive year-end fund balance of \$2,138,422. This includes \$306,541 of prepaid adjustments and \$1,000,000 in our reserve, leaving a spendable balance of \$831,881.
- 9. DISCUSS AND APPROVE FEBRUARY 2023 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$643,370.36 (attached).
Mr. Lund made a motion to approve the February 2023 vouchers totaling \$643,370.36.
Mr. Kutz seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (SUPPORT SERVICES, COUNSELING & THERAPEUTIC SERVICES, FOSTER CARE AND JANITORIAL CLEANING SERVICES)**
Mr. Ruehlow reported that we have four new service providers. (attached)
Mr. Racanelli made the motion to approve the contracts as listed.
Ms. Mirk seconded.
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON FINAL 2022 CARRY OVER REQUESTS**
Mr. Bellford reviewed the final 2022 carryover requests that will be sent to the Finance Committee for approval. (attached)

12. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- There have been six OAK (Overdoes Aid Kits) boxes to be placed around the Jefferson County Human Services locations. These boxes contain the following items: Narcan, breathing barrier devices, awareness cards, flyers and help cards.
- Lobby Day is April 12th.
- At the County Board meeting tonight, they will be voting to determine if Jefferson County Human Services will be the fiscal agent for the Youth Crisis Stabilization Facility in Watertown.
- Mr. Ruehlow presented the draft version of the Fleet Car Usage and Personal Mileage Reimbursement Policy and stated that this will be an action item on the April agenda.

13. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:28 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, April 11, 2023, at 8:30 a.m.
Jefferson County Workforce Development Center
864 Collins Road, Room 12
Jefferson, WI 53549